

Delaware Department of Transportation
Documentation of Professional Services Good Faith Efforts

A. Project Information

Agreement

Number(s)/Title: _____

B. Prime Consultant Information

Company Name: _____

Contact Person: _____

Address: _____ City, State, Zip Code: _____

Email Address: _____

Phone Number: _____ FAX Number: _____

Is Prime Consultant certified as a Disadvantaged Business Enterprise (DBE)? ☐ Yes ☐ No

If so, please enter your firm's certification number: _____

C. Good Faith Effort Criteria Questions

1. Did you attend the pre-proposal meetings? ☐ Yes ☐ No

1a. Did you contact parties who attended the pre-proposal meeting to solicit their interest? ☐ Yes ☐ No

Describe your efforts made:

2. Did you advertise in general circulation, trade association, minority-focus media and/or other media to solicit the interest of those who have the capability to perform the work of the contract in sufficient time for them to respond to the solicitation? ☐ Yes ☐ No

If yes, please identify all publications and attach the proof of each advertisement listed.

Publication: _____	Date: _____	Publication: _____	Date: _____
Publication: _____	Date: _____	Publication: _____	Date: _____
Publication: _____	Date: _____	Publication: _____	Date: _____

3. Did you provide written notices to solicit the interest of those who have the capability to perform the work of the contract in sufficient time to allow them to respond to the solicitation?

[DBE Directory of Certified Firms](#)

☐ Yes ☐ No
Identify each contact on the **Attachment A** form provided.

4. Did you follow up initial solicitations with a second contact to determine with certainty whether they were interested?

☐ Yes ☐ No
Identify each follow-up contact on the **Attachment A** form provided.

5. Did you select portions of the work to be performed by subconsultants in order to increase the likelihood that the DBE goal would be achieved? This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate subconsultant participation.

☐ Yes ☐ No
Please identify those items of work selected. This listing should correspond to the information shown on **Attachment A**.

Item No:	Estimated %:	Item No.:	Estimated %:
Item No:	Estimated %:	Item No.:	Estimated %:

6. Did you provide interested parties with adequate information about the requirements of the contract in a timely manner to assist them in responding to a solicitation?

☐ Yes ☐ No

Describe the efforts you made:

7. Did you negotiate in good faith with interested subconsultants?

☐ Yes ☐ No

Describe the efforts you made:

8. Did you reject subconsultants as "unqualified" with sound reasons based on a thorough investigation of their capabilities?

☐ Yes ☐ No

Describe your reasons:

-
-
9. Did you make efforts to assist interested sub-consultants in obtaining bonding, lines of credit, or insurance as required by the contract? ☐ Yes ☐ No

Describe the efforts you made:

10. Did you make efforts to assist interested consultants in obtaining necessary supplies, materials, or related assistance or services? ☐ Yes ☐ No

Describe the efforts you made:

11. Did you effectively use the services of available community organizations; contractors' groups; local, state, and federal business assistance offices; and other organizations as allowed, on a case-by-case basis to provide assistance in the recruitment and placement of sub-consultants? ☐ Yes ☐ No
Identify each contact made below

Describe the efforts you made:

Resource:	Date Contacted:	Resource:	Date Contacted:
Resource:	Date Contacted:	Resource:	Date Contacted:
Resource:	Date Contacted:	Resource:	Date Contacted:
Resource:	Date Contacted:	Resource:	Date Contacted:

12. Please identify any additional good faith efforts, which have not been discussed in the previous responses.

Describe any additional efforts you made:

D. DBE Program Assurance

NOTICE: In accordance with 49 CFR Part 26 the undersigned, a legally authorized representative of the firm listed below, must complete this assurance.

By its signature affixed hereto, assures that it will attain DBE participation as required by the Department.

I certify that the information given in this submittal is true and correct to the best of my knowledge. Sealed and dated this _____ day of _____ in the year of our Lord two thousand and _____ (20__).

SEALED, AND DELIVERED IN THE
presence of

CORPORATE SEAL

Name of Contractor

Attest: _____

By:

Authorized Signature

Title

Dated: _____

In the case of a corporation, firm, or partnership, this must be signed by the appropriate officials of such corporation, firm, or partnership and their corporate seal must be affixed hereto.

The following is provided to help you keep track of your contacts. This information is required to verify the Good Faith Efforts made if the selected Consultant fails to achieve the DBE participation goal.

(Duplicate this form as necessary.)

GOOD FAITH EFFORTS CONTACT INFO:	
Date: _____	Time: _____
Company Name: _____	
Contact Name: _____	
Results of Contact: _____	

GOOD FAITH EFFORTS CONTACT INFO:	
Date: _____	Time: _____
Company Name: _____	
Contact Name: _____	
Results of Contact: _____	